



City of Flagstaff
APPLICATION FOR ACCESSORY BUILDING PERMIT
Community Investment Division
211 West Aspen Avenue, Flagstaff, AZ 86001
(928) 779-7685 or FAX (928) 779-7684

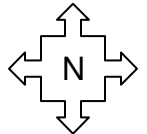
**ACCESSORY
BUILDING**

PACC-200_____

Please Type or Print

1. **SITE ADDRESS:** _____
2. Applicant(s) Name: _____ Phone: () _____
3. Mailing Address: _____
4. Property Owner(s) Name: _____ Phone: () _____
5. Property Owner(s) Address: _____
6. **Description of proposed work:** _____

SITE PLAN



FOR CITY USE

DATE RECEIVED: _____ RECEIVED BY: _____ FEE RECEIPT NUMBER: _____

PARCEL NUMBER(S): _____

APPROVED: YES _____ NO _____ BY: _____ DATE: _____



City of Flagstaff Accessory Building Permit Check List

ACCESSORY BUILDING

The following information will be completed by the Community Development Specialist and the applicant before permit applications are accepted.

Minor items may be corrected on all submittal copies by the applicant. Major omissions or errors must be redrawn and resubmitted by the applicant.

Accessory Building Permit process is as follows:

1. **Application Filing** – For an application to be accepted, the applicant must provide all of the required information described on the application at the time of formal submittal. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description and site plan of the proposed scope of work. Incomplete applications will not be accepted.

Application Form:

- _____ Physical address of property associated with Accessory Building Permit (information entered on Application and shown on site plan)
- _____ Suite/unit number if applicable
- _____ Applicant information (phone, address, business name if applicable)
- _____ Property owner information (phone, address,)

Site Plan:

Site plan is required for a standard submittal.

- _____ Indicate North.
- _____ Show street(s) and label.
- _____ Building drawn and dimensions on site plan
- _____ Square footage of building.
- _____ Distance to property line and existing structure(s) shown.

2. **Staff Review** – Upon receiving a complete application, the application will be reviewed by City staff to determine if the submittal conforms to City of Flagstaff Code requirements.
3. **Approved Permit** – Once City staff has reviewed and approved the application, the applicant will be informed that the permit is ready to be picked up once the permit fee is paid work may now commence on the project.
4. **Inspection** – When the improvements are completed, the applicant must contact the Code Enforcement Section at (928) 779-7632 ext. 7361 to schedule an inspection. The inspector will either approve the work as completed or require additional corrections. Once the work is approved by the inspector, the inspector will sign off on the work and record the approval in the City's permit data base.
5. **Permit Fee** – A (\$50) fifty dollar permit fee is required at time of submittal.

An Accessory Building is defined as a: One-story detached building used as tool and storage sheds, playhouses and similar uses, provided that the floor area does not exceed 120 square feet.